

(ROUGH DRAFT 2001)

UNITED STATES ARMY GARRISON (USAG) CHECKLIST

ENVIRONMENT PROTECTION COMMAND INSPECTION CHECKLIST

STAFF PROPONENT: USAG CRC/CASEY

References:

1. AR 200-1.
2. AR 710-2.
3. AR 710-2-1.
4. USFK Pam 1-201.
5. USFK Reg 700-1.
6. 2D Pam 1-201.
7. 2D Div Reg 700-3.
8. Spill Prevention Control & Countermeasure Plans (SPCCP).
9. Hazardous Waste Management Plan (HWMP)
10. Installation Spill Contingency Plan (ISCP)
11. Storm Water Pollution Plan (SWPP)
12. Recycle Program.
13. EUSA IF Report.
14. Environmental Compliance Program.

ENVIRONMENTAL EPA

1. POL page 2-3.
2. HAZARDOUS MATERIAL & HAZARDOUS WASTE pages 4-6.
3. STORM WATER POLLUTION PREVENTION PLAN page 7.
4. ENVIRONMENTAL REVIEW pages 8-12.
5. ENVIRONMENTAL CONTINUITY BOOK page 13.

**Appendix (2D INFANTRY DIVISION COMMAND INSPECTIONS) (ENVIRONMENTAL CHECKLIST) to
(EPA-SOP) for 2D Infantry Division Environmental SOP**

1. PETROLEUM, OIL, and LUBRICANTS (POL)

	GO	NOGO
a. Does the motorpool have a current copy of their authorized Basic Load, and Operational Load?	_____	_____
b. Does the unit have a complete basic load? Are all shortages on a valid requisition?	_____	_____
c. Is the basic load separated from the operational load?	_____	_____
d. Is there a fire extinguisher in the POL storage area?	_____	_____
e. Does the unit inventory their POL monthly?	_____	_____
f. Is DS2 should not be stored in the same area as POL?	_____	_____
g. Is the basic load stock rotated with the operational load?	_____	_____
h. Does the unit use a sign out log for POL?	_____	_____
i. Does the unit have Manufactures Safety Data Sheet (MSDS) on hand for all POL stored in their POL area?	_____	_____
j. Does the unit require soldiers to read the MSDS for the type POL the individual is going to handle?	_____	_____
k. Is the Army Master Data File used to cross-reference shelf life of POL?	_____	_____
l. Does the unit have outdated products in their POL area?	_____	_____
m. Is a drip pan placed under the spicate of the 55 Gal oil drum when in use? (Self-Containment Area)	_____	_____
n. Do all containers have a label identifying the type product, national stock number, and manufacturer?	_____	_____
o. Are all containers free of oil, and dirt?	_____	_____
p. Are dented cans, and rusted containers used first?	_____	_____
q. Are there leaking containers stored in the POL area?	_____	_____
r. Are fuel cans marked appropriately?	_____	_____
s. Is the area where fuel cans are stored marked with the appropriate signs?	_____	_____
t. Is USFK Form 215 maintained and filed for 3 years for each container?	_____	_____

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- u. Is the DD Form 1348 manifest used and filed for 3 years? _____
- v. Does the unit have inspections on record for
the last 3 years? _____
- w. Lack of education and training program for personnel? _____
- x. Are training records maintained at the storage facility? _____
- y. Are all HAZMAT SOPs and Posted HAZMAT signs bilingual for
KOREA KATUSA and civilians personnel? _____

2. HAZARDOUS MATERIAL, HAZARDOUS WASTE MANAGEMENT

	GO	NO GO
a. Does the unit have a copy of the following		
1. AR 200-1.	_____	_____
2. AR 710-2.	_____	_____
3. AR 710-2-1.	_____	_____
4. USFK Pam 1-201.	_____	_____
5. USFK Reg 700-1.	_____	_____
6. 2D DIV Reg 700-3.	_____	_____
7. 2D Pam 1-201.	_____	_____
8. Spill Prevention Control & Countermeasure Plan (SCPP).	_____	_____
9. Hazardous Waste Management Plan or HAZMAT SOP.	_____	_____
10. Installation Spill Contingency Plans (ISCP).	_____	_____
11. Storm Water Pollution Prevention Plan (SWPPP).	_____	_____
12. Recycle Program.	_____	_____
b. Does the chain of command inspect the motorpool daily?	_____	_____
c. Are personnel aware of what actions to take in the event of a hazardous waste/material spill?	_____	_____
d. Are spill clean up supplies readily available: shovels, dry sweep, brooms, empty container, and protective clothing?	_____	_____
e. Does the unit have at least one trained Environmental Protection Officer/NCO, and is he/she appointed on duty appointment orders?	_____	_____
f. Are hazardous material/waste classes scheduled on the training schedule?	_____	_____
g. Does the unit's solvent tank have a sign stating "Goggles and Gloves must be worn while using this equipment?"	_____	_____
h. Does the unit have a storage place for contaminated fuel?	_____	_____
i. Is all hazardous waste and hazardous material stored in a sealed container?	_____	_____
j. Are used propane bottles turned in as hazardous material?	_____	_____
k. Does the unit have a drip pan for every vehicle?	_____	_____
1. Are the drip pans properly maintained?	_____	_____
2. Is there a designated place for dumping oil from		

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drip pans?	_____	_____
1. Does the unit have an established storage area for contaminated dirt and dry sweep.	_____	_____
m. Is the contaminated soil disposed of properly and in a timely manner?	_____	_____
n. Does the unit have a container with a lid and lined with a plastic bag for storing rags with oil on them?	_____	_____
o. Are washrack areas of responsibility free of dirt, oil, and trash?	_____	_____
p. Are POL pollutants disposed of properly?	_____	_____
q. Do all containers have a lid on them?	_____	_____
r. Does the unit have only authorized cleaning materials on hand?	_____	_____
s. Do all containers have labels identifying its contents, NSN, and manufacturer?	_____	_____
t. Is DS2 inventoried monthly, and are the containers checked for dents, rusted cans, or leaking cans?	_____	_____
u. Is protective clothing worn while handling leaking DS2 containers?	_____	_____
v. Is STB inventoried monthly and containers inspected?	_____	_____
w. Are the following NBC Hazardous waste items stored correctly?		
1. Protective Mask Filters?	_____	_____
2. M256/A1 Detection Kits?	_____	_____
3. M258/A1 Decontamination Kit?	_____	_____
x. Is DS2 stored separately away from other products?	_____	_____
y. Does the unit have a drum for storing used oil filters, and are filters allowed to drain prior to placing them in an overpack?	_____	_____
z. Does the unit allow fuel filters and transmission filters to drain, and steam clean them prior to placing them in the scrap metal area?	_____	_____
aa. Are empty 5 Gal cans allowed to drain on a catch container, and then triple rinsed prior to placing them in		

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the scrap metal area?	_____	_____
ab. Are empty quart cans of oil and transmission fluid allowed to drain on a catch container and triple rinsed with soap and water prior to discarding them?	_____	_____
ac. Are catch containers segregated per type POL?	_____	_____
ad. Are hazardous waste streams kept separate?	_____	_____
1. 15W/40, 80/90, 10W, and 30W oil can be mixed as long as there are no contaminants!	_____	_____
ae. Are used lithium batteries stored in cardboard boxes: To include BA 30/30 batteries?	_____	_____
af. Are spills cleaned up as soon as they are identified?	_____	_____
1. Are oil spots in the maintenance bays, and outside the bay doors cleaned up?	_____	_____
2. Are oil/fuel spots cleaned up on the vehicle line and within the units area of responsibility?	_____	_____
ag. Are wooden/metal objects removed from the dumpster?	_____	_____
ah. Are leaking or seeping containers taken care of?	_____	_____
ai. Are empty brake fluid containers allowed to drain on a catch container, and washed with soapy water prior to disposing of it?	_____	_____
aj. Does the unit have an adequate amount of trash/catch containers on hand?	_____	_____
ak. Does the unit have at least 1 bag of dry sweep available at all times?	_____	_____
al. Do soldiers know when DEH/DPW-EENR must be notified for hazardous waste or hazardous material spill?	_____	_____
am. Do transporter of HAZMAT/AMMUNITIONS material used placard and posted on transporter equipment?	_____	_____
an. Is a material safety data sheet (MSDS) available for each hazardous material (HM).	_____	_____
ao. Does the unit have an up to date POL/HM inventory (USFK Form 216).	_____	_____
ap. Pollution prevention SOP for motor maintenance area is inadequate or lacking.	_____	_____
aq. Lack of supervision regarding pollution prevention.	_____	_____

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- | | | |
|---|-------|-------|
| ar. Is USFK Form 215 maintained and filed for 3 years for each container. | _____ | _____ |
| as. Is the DD Form 1348 manifest used and filed for 3 years. | _____ | _____ |
| at. Does the unit have inspections on record for the last 3 years. | _____ | _____ |
| au. Lack of education and training program for personnel. | _____ | _____ |
| av. Are training records maintained at the storage facility? | _____ | _____ |

3. STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

GO NO GO

- | | | |
|--|-------|-------|
| a. Are designated storage areas located away from storm drains/out fall points? | _____ | _____ |
| b. Are weekly inspections conducted for good housekeeping, spill prevention, and hazardous materials storage? | _____ | _____ |
| c. Are spill plans, Storm Water Pollution Prevention Plan (SWPP) and emergency response spill kits readily available? | _____ | _____ |
| d. Are drip pans under vehicles being utilized and emptied after rain fall? | _____ | _____ |
| e. Is the facility inspected after each rain fall event and ASTs and Secondary containment's being drained, if no sheen on standing water is observed? | _____ | _____ |
| f. Are curbs or obvious drainage areas clean or debris and/or trashes? | _____ | _____ |
| g. Do storm drains/ditches/outfall areas show evidence of spill? | _____ | _____ |
| h. Have personnel received Storm Water Pollution Preventive Training? Has a storm water compliance monitor been appointed in writing? | _____ | _____ |
| i. Are good housekeeping/best management practices being observed? (no evidence of spillage, trash policed, water puddles) | _____ | _____ |

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j. Are hazardous materials stored in a manner that protects them from storm water? _____

k. Are oil/water separators being maintained? _____

l. Have spill control awareness signs been posted, identifying the location of emergency spill controls kits? _____

m. Are designated storage areas located away from storm drains/out fall points? _____

n. Are inspection check sheets being maintained? _____

COMMENTS

ENVIRONMENTAL REVIEW

ACTIVITY _____ LOCATION _____ DATE _____

INSPECTOR'S NAME, RANK, & SIGNATURE _____

INSPECTION RATING: ___ Compliance INSPECTION TYPE: ___ Initial Inspection

___ Noncompliance ___ Reinspection

Reference: USAFACFS Regulation 200-2 with appropriate changes.

I. MANAGEMENT

1. ___ Environmental control officer/non-commissioned officer appointed in writing (IAW AR 200-1, Sec II, 1.32).

2. ___ Environmental control officer/non-commissioned officer properly trained within 90 days of assigned duty.

3. ___ Does the unit have Hazardous Waste Management Plan (HWMP), Spill Prevention Control & Countermeasures Plan (SCPCCP) & Installation Spill Contingency Plans (ISCP).

4. ___ Are the contingency plans functional and up to date.

5. ___ Is the USFK technical guidance/area Hazardous Waste Material (HWM) Plan on hand and updated.

6. ___ Is weekly inspection and inventory conducted.

7. ___ Is a material safety data sheet (MSDS) available for each hazardous material (HM).

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- 8.____Does the unit has an up to date POL/HM inventory (USFK Form 216).
- 9.____Pollution prevention SOP for motor maintenance area is inadequate or lacking.
- 10.____Lack of supervision regarding pollution prevention.
- 11.____Is USFK Form 215 maintained and filed for 3 years for each container.
- 12.____Is the DD Form 1348 manifest used and filed for 3 years.
- 13.____Does the unit have inspections on record for the last 3 years.
- 14.____Lack of education and training program for personnel.
- 15.____Are training records maintained at the storage facility.
- 16.____Are all HAZMAT SOPs and Posted HAZMAT signs bilingual for KOREA KATUSA and civilians personnel.
- 17.____Environmental control officer maintains continuity book on hand and up to date for these functional areas.

II. TRAINING

- 1.____Is the Unit Env Compliance Officer/NCO trained to handle emergencies and spills.
- 2.____Is the unit trained to promptly take actions to cleanup and to report it through the chain of command.
- 3.____Does the unit conducts practice drills or means of help summoning for environmental emergency situations.
- 4.____Last training Drills record on file.
- 5.____Are transporters properly trained.
- 6.____Are transporters of HAZMAT/AMMO material placards used and posted on transporter equipment.
- 7.____Are unit personnel trained to use the proper fire extinguishers.
- 8.____Are fire extinguishers inspected monthly and present.
- 9.____Are emergency spill kits on hand and has sufficient environmental supplies for emergency responses.

III. SPILL PREVENTION

- 1.____Oil, fuel, or other hazardous pollutant spill (over 5 gallons in volume or 100 square feet in area) not reported to Environmental Division, DEH/DPW. (requires a written report.)
- 2.____Creek/drainage channels polluted. A written report is required for oil, fuel, or other hazardous spill over 5 gallons in volume or 100 square feet in area.

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- 3.____Pollutant discharged into storm/washrack drains, poured on the ground, or along fence-lines. Type of pollutant (oil, solvent, soap, diesel, gasoline, battery acid, chemicals, waste antifreeze, paint, and grease.
- 4.____Small oil spills unattended.
- 5.____Contaminated soil not properly disposed of; i.e., soil was not taken to sanitary landfill.
- 6.____Water, soap, kitchen grease, or garbage discharged into street or storm drainage System while washing garbage cans and field kitchen equipment.
- 7.____Is the unit/activity located in a potential land slide area.
- 8.____Are ASTs or USTs located in a potential land slide area.
- 9.____Is the unit/activity located in a potential flood plain. (Flood Plans)
- 10.____Are above ground storage tanks (AST) or underground storage tanks (UST) located in a potential flood plain and have an adequate secondary containment and supporting structures.
- 11.____Has the unit and/or location experiences land sliding or flooding before.

IV. HAZARDOUS WASTES

This facility is currently generating hazardous or potentially hazardous waste not yet included in the Area 1, DEH/DPW and 2D Division Regulation Hazardous Waste Management Plan. ____ YES ____ NO
If yes explain in comment section.

- 1.____Unauthorized storage or disposal of hazardous waste.
- 2.____Collection or storage of hazardous waste in unauthorized containers.
- 3.____Containers not labeled in accordance with local area regulations.
- 4.____Punctured or leaking containers.
- 5.____Underground waste oil storage tanks are used for collection of hazardous waste and other pollutants.
- 6.____Lack of/or improper danger/warning signs posted and in bilingual language.
- 7.____On hand spill prevention and control equipment inadequate.
- 8.____Personnel not trained in proper handling, collection or storage of hazardous wastes.
- 9.____Are drain pipes and valves installed on secondary containment at a HAZARDOUS WASTES accumulation site.
- 10.____Are fuel tanks and HW accumulation points located in safely elevated areas from floods and land slide.
- 11.____Are fuel tanks and HW accumulation points located in at least 10 meters from streams to prevent releasing materials into streams.
- 12.____Are fuel tank filler caps present and utilized to prevent contamination of fuels?

V. WASTE OIL STORAGE

1. ____ Does the unit has hazardous waste accumulation points stored less than 3 months (if no, skip the following question).
2. ____ Does the unit have a semi-permanent (3 months or greater) hazardous waste storage area.
3. ____ Is there more than one 55 gallons drum of any hazardous waste material.
4. ____ Is there more than 1 quart of any toxic HW.
5. ____ Is there more than one type of waste.
6. ____ Inadequate/no dikes, secondary containment or catchment areas around POL storage facilities.
7. ____ Waste oil or other possible pollutant left in open containers or waste oil tank left uncovered.
8. ____ Is the storage located less than 50 ft from the installation boundary.
9. ____ Are DD Forms 1348-1 and 1387-2 prepared for each HW drum.
10. ____ Is a bilingual "Hazardous Waste Storage, Unauthorized Personnel Keep Out" sign posted.
11. ____ Is facility secured from unauthorized entry.
12. ____ Are waste materials segregated.
13. ____ Are containers in good condition. (no heavy corrosion, no major dents or cracks)
14. ____ Are oil containers smaller than 660 gals.
15. ____ Are ignitable/flammable drums grounded.
16. ____ Are container closed.
17. ____ Do HW containers have EPA HW Labels.
18. ____ Are HW labels completed properly and are DOT labels affixed on containers.
19. ____ Are used oil containers properly marked.
20. ____ Is the fill date stenciled or tagged on each container.
21. ____ Is waste properly transported to consolidation facility or DRMO within 3 working days after full (except used oil).

VI. WASH RACKS

1. ____ Vehicles/equipment being washed in an area other than an authorized washrack.
2. ____ Natal grating/baffles damaged or removed from washrack oil interceptor.

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3. ____ Sand/silt piled alongside washrack.
4. ____ Unauthorized removal or destruction of signs (at washracks), which indicates whether solvents and/or soap may be used.
5. ____ Steam cleaning equipment being used in an area other than authorized washrack.
6. ____ Unauthorized use of soap, solvent or chemicals with steam cleaning equipment.

VII. RECYCLE PROGRAM

1. ____ Does the unit have recycling program.
2. ____ Recyclable material is being recycled.
3. ____ Unit is delivering recyclable material to the Recycling Center.
4. ____ Recycling material receipts on file.
5. ____ Recyclable material is source separated.
6. ____ Contaminated material included with recyclable.
7. ____ Unit is recycling the following materials.
 - a. ____ Computer Printouts
 - b. ____ Computer Punch Cards
 - c. ____ High-Grade White Paper
 - d. ____ Corrugated Cardboard
 - e. ____ Newspaper
 - f. ____ Aluminum Cans

VIII. LAND MANAGEMENT

1. ____ Vehicles parking or driving on the grass in the cantonment area or other unauthorized areas.
2. ____ Damage to surface areas and curbs, caused by vehicles.
3. ____ Litter observed in the area.
4. ____ Unauthorized use of gravel.
5. ____ Damage to an archaeological/historical site.
6. ____ Live or dead trees/limbs felled and/or removed without Environmental Div., DEH/DPW approval.
7. ____ Garbage, refuse, and rubbish burned or buried on range area. All solid waste items will be delivered to the sanitary landfill, by the generating unit, for disposal.

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27) RESPONSIBILITIES FOR GROUND MAINTENANCE	-----
28) UNDER GROUND STORAGE TANK REMOVAL	-----
29) SOP FOR ABOVE GROUND STORAGE TANKS	-----
30) ENVIRONMENTAL AWARENESS FOR THE MOTORPOOL	-----
31) DO's AND DONT's FOR EPA	-----
32) SOLDIERS HANDBOOK - TRAINING AND THE ENVIRONMENT	-----
33) AR 420-47 SOLID AND HAZARDOUS WASTE MANAGEMENT	-----
34) HAZARDOUS MATERIAL HANDLING BOOK	-----
35) GUIDE TO ENVIRONMENTAL COMPLIANCE	-----
36) AR 200-1 ENVIRONMENTAL PROTECTION AND ENHANCEMENT	-----
37) USAFACFS REGULATION NO. 200-2	-----
38) OFFICERS' CALL - THE ARMY AND THE ENVIRONMENT	-----
39) ENVIRONMENTAL CHECKLIST	-----
40) EPA INSPECTIONS	-----
41) NATIONAL RECYCLING AND EMISSIONS REDUCTION PROGRAM	-----
42) RECYCLING SOP	-----
43) FS FORM 447 - COPY OF RECYCLING RECEIPTS	-----